R E P O R T R E S U M E S

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SANTA CRUZ COUNTY SCHOOLS STUDENT FOLLOW-UP SURVEY, A MANUAL FOR USE BY ADMINISTRATORS, COUNSELORS, TEACHERS, AND DATA PROCESSING PERSONNEL.

SANTA CRUZ COUNTY BOARD OF EDUCATION, CALIF.

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DESCRIPTORS- *ADMINISTRATOR GUIDES, *GRADUATE SURVEYS, *QUESTIONNAIRES, PROGRAM ADMINISTRATION, *VOCATIONAL FOLLOWUP,

A FEDERAL REQUIREMENT SPECIFIES THAT EACH SCHOOL DISTRICT MUST FOLLOW UP EACH STUDENT WHO COMPLETES A PROGRAM FINANCED UNDER PUBLIC LAW 88-210. A COMMITTEE OF REPRESENTATIVES FROM FIVE SECONDARY AND POST-SECONDARY SCHOOLS WITHIN THE COUNTY DEVELOPED A SURVEY FORM AND PROCEDURES FOR OBTAINING DATA REQUIRED BY THE FEDERAL GOVERNMENT AND, IN ADDITION, DATA CONCERNING ALL GRADUATING STUDENTS FOR USE IN EVALUATING THE CURRICULUM AND THE COUNSELING PROGRAM AND FOR PLANNING FUTURE CURRICULAR NEEDS. TWO SURVEYS WERE DEVELOPED--THE "STUDENT FOLLOWUP PRELIMINARY QUESTIONNAIRE" TO BE GIVEN TO GRADUATING HIGH SCHOOL SENIORS IN THE SPRING, AND THE "STUDENT FOLLOWUP QUESTIONNAIRE." THE INSTRUMENT WAS MADE COMPATIBLE WITH THE COUNTY'S IBM DATA PROCESSING SYSTEM. INSTRUCTIONS FOR ADMINISTERING THE QUESTIONNAIRES, THE INSTRUMENTS, AND A SAMPLE REPORT FORM ARE INCLUDED. (PS)

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ADMINISTRATORS, COUNSELORS, TEACHERS, AND DATA

PROCESSING PERSONNEL

VT01597

April 1966

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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PREFACE

Each school district in the county, including the junior college, is faced with a federal requirement to follow-up each student who completes a program financed under Public Law 88-210. The County Board of Education, at the recommendation of the local districts, authorized the financing and administration of a coordinated county-wide follow-up program. This project resulted in the development of a survey that will not only give the schools the data required by the federal government, but, in addition, it will provide data concerning all graduating students of the county's secondary and post-secondary schools - data which will indicate to each school something about the adequacy of its counseling program and its curriculum. In the process, it can also serve as one indication of future curricular needs.

While the following narrative may seem complex, it must be remembered that in addition to the use of the manual by school personnel, it is designed for use by professional data processing people.

The majority of the coding of the questionnaire items will be done by trained personnel employed especially for this purpose. The school personnel will need to supply only the information explained in Section 2.2, pages 2 through 4. All other items and subsequent follow-up questionnaires on any group of students will be coded by specialized people.

Through this county-wide approach involving the cooperation of all the secondary and post-secondary schools in Santa Cruz County a wealth of data will be made available to schools throughout the area which can be of great educational significance.

Norman S. Lien

NORMAN S. LIEN, SUPERINTENDENT
SANTA CRUZ COUNTY SCHOOLS

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SANTA CRUZ COUNTY SCHOOLS STUDENT FOLLOW-UP SURVEY

A MANUAL FOR USE BY

ADMINISTRATORS, COUNSELORS, TEACHERS AND DATA

PROCESSSING PERSONNEL

1.0 GENERAL INFORMATION

1.1 Introduction and Development

Starting in December 1965, representatives of the five secondary and post-secondary schools within the county held regular committee meetings under the chairmanship of the County Director of Vocational Education to draft the survey. It was decided early to develop two surveys: one entitled "Student Follow-Up Preliminary Questionnaire" which would be given to graduating high school seniors in the spring. It would serve the dual purpose of being a training device for the graduate surveys they would later take and as an "intent" instrument so that a comparison could later be made with what the student actually did. The other survey form would be the actual "Student Follow-Up Questionnaire".

This survey was developed to some extent after the successful Santa Cruz City Schools Survey. For greater ease in administration of the program and more optimum utilization of the data, it was also decided to make the instruments compatible with the county's IBM Data Processing System.

1.2 Objectives

The objectives of this program are:

I. To provide statistical information on each student completing vocational education programs financed in part by the federal government. (Refer to Appendix for Form VE-45 required by the federal government).

   a. Total number completing program requirements.

   b. Number not presently available for employment and reasons.

   c. The number now employed in the labor force and whether or not in a training related job.

II. To provide additional information not required by the federal government for use by district counseling and curriculum development personnel. (Refer to the Appendix for the complete preliminary questionnaire and the post-school questionnaire).

   a. Data on all graduating students, and if desired by the individual school districts, on the drop-outs.

   b. A comparison between the student's educational-vocational plans and what he actually does immediately after leaving school and for the next four years thereafter.

1.2 Objectives (Continued)

II. c. An employment chronology.

d. A post-secondary educational chronology.

e. Subjective and objective evaluations of the county's secondary and post-secondary schools.

2.0 ADMINISTRATION OF THE PRELIMINARY QUESTIONNAIRE

2.1 General

The preliminary questionnaire is designed to serve as a training device for the questionnaires the pupil will receive after leaving school. For this reason, the person administering this form should explain to the students that they will receive another very similar form each September for the next five years and that all applicable questions should be answered each time, even though the answers may not change. This is important because the information gathered is partly designed to measure the pupil's intentions or aspirations. It enables the school to subsequently compare these objectives with what a pupil actually did. This questionnaire also can be used, as desired by the individual schools, as one measure of the adequacy of its counseling and teaching programs.

Each year prior to graduation this survey should be administered by the high school to its graduating seniors at a time and manner convenient to the school. It may also be administered to drop-outs at the time and discretion of the school. Cabrillo College will also administer it at its discretion. These preliminary questionnaires will then be sent to the County Office of Education which will prepare an IBM card on each student. The questionnaires will then be returned to the schools. The names, addresses, and identification numbers will be used to make up the mailing lists for the subsequent follow-up questionnaires. These IBM cards will later be used to make comparisons on an item by item basis with subsequent questionnaires and IBM print-outs to be supplied to the schools following completion of each year's questionnaire.

2.2 Detailed Administration of the Preliminary Questionnaire

A. In the spring of each year the responsible school administrator will request from the County Director of Vocational Education the number of forms needed for his school. A supply should be on hand during the year for use with drop-outs, if desired. The form color will be yellow.

B. Since we will want a high percentage of pupils returning the subsequent follow-up questionnaire, it is imperative that we get a maximum return on this preliminary form. Therefore, the various administrators should devise a system of distribution within the schools that will insure a maximum return. If desired, this system should also provide for drop-outs.

C. In the upper right hand corner of each form is room for a school and student identification number. Each individual school should code this number as follows: the first number indicates if a student is a drop-out. Use 0 for male and 1 for female "drop-out" (whatever definition the school uses for drop-out) and use 2 for male and 3 for female for "completed training" or graduation.

2.2 (Continued)

C. The second number of the code represents the school code:

(1) Santa Cruz High School
(2) Soquel High School
(3) San Lorenzo Valley High School
(4) Watsonville High School
(5) Cabrillo College
(6) County Office of Education

The third number of the code represents a particular graduating class, using the last digit of the year, such as 6, for the graduating class of 1966. The last nine digits represent the student's identification number. This could be the student's Social Security number or any other number from 1 up through 9 digits. For example, a boy student from Soquel High School graduating in 1966 and having a student identification number of 92764 for that year would have a permanent (for the purpose of this survey) identification number of 22692764. The last four possible digits would not be used. Once assigned, this complete school and identification number will remain the same for the duration of the five year school cycle. See Section D below for instructions on VEA numbers.

D. Heading. The students should fill in each item completely and legibly. The address is of critical importance and the school major should be listed as the name of the department, if applicable. For example, a terminal student training in high school to be a stenographer would list "business education." A Cabrillo student might list "electronics servicing."

Special note for students in VEA programs:

Those schools having students in VEA programs should identify those students who complete requirements for a particular VEA program. This is because these students must be treated as a statistically different group as an aid in filling in Form VE-45. Each school should assign a code number from 01 to 99 for each VEA program and this code number must appear in the upper right hand corner of the questionnaire. These code numbers should be taken from the occupational classification code given in Section A of this manual. VEA requires that we follow-up a program for only one year so this procedure need be followed for only the first group of students completing program requirements. If the school wishes to treat subsequent groups in a program as a statistically separate entity, they may repeat the above process using the same or different code numbers; otherwise, it is not necessary that students after the first year of the program affix a particular code. If a student is enrolled in more than one funded VEA program, list all programs in the upper right hand corner of the questionnaire.

E. Most items in the body of the questionnaire are self-explanatory, note that some items, particularly number 6 for high school pupils, may not be applicable. Number 1 and 5 are not applicable for Cabrillo students.

F. Return the completed sets to the County Director of Vocational Education. At this time, include, if any, the accumulated forms completed by drop-outs.

2.2 (Continued)

G. The County Data Processing Section will make two cards for each student. One with name, adddress, school, student and VEA identification numbers only, and the other will have data from the coded questionnaires which are returned by the students.

H. The questionnaires will be returned to the schools following Data Processing. The IBM cards will remain with the County Data Processing Section. Duplicate decks may be made available upon request.

I. Refer to Section A for the code programing of this questionnaire.

3.0 ADMINISTRATION OF THE STUDENT FOLLOW-UP QUESTIONNAIRE

3.1 General

The information gained from the follow-up survey will be the basis for each district's preparation of the federal Form VE-45 and, as previously indicated, will provide the districts additional information for use as they choose.

This form will be sent to those ex-students at the address listed on the preliminary questionnaire. All changes of address will be accomplished by the County Data Processing Section. Since each district must submit federal Form VE-45 to the state by November 15th of each year, it is the intention of the county to commence mailing the questionnaires in September so that print-outs will be available to the districts in late October.

The same blank form will be sent to the same ex-students in September of each year for five consecutive years. This means, for example, that in 1970 a graduate of 1966 will receive his last questionnaire. Simultaneously the county will be mailing out questionnaires to graduates (and possibly drop-outs) for the years 1967, 1968, 1969 and 1970.

As with the preliminary questionnaire, all information will be coded and put onto IBM cards so that comparisons with the preliminary questionnaire and previous year's follow-up questionnaires can be made. This also facilitates easy compilation of the data.

3.2 Detailed Administration of the Follow-Up Questionnaire

A. By August 1st of each year the County Data Processing Section will deliver to the County Director of Vocational Education two identical labels showing name, last known address, and complete school (and VEA, if any) identification numbers for each address card, keeping in mind that no student will be followed up for more than five consecutive years. A print-out of all names and addresses will also be supplied.

B. By August 1st of each year the County Director of Vocational Education will secure from each school a supply of standard letter size mailing envelopes with that schools return address and a supply of letterheads from each school for the cover letter. It was felt by the committee than an ex-student would be more apt to respond to this questionnaire if he saw his own school's identification.

C. One label will be affixed to each envelope and the duplicate on a form. The form with cover letter and a stamped self-addressed return envelope with the county's address will go into this envelope. The form color will be white.

3.2 (Continued)

D. In September the forms will be mailed, in three weeks those individuals not returning the forms will receive another questionnaire similar to that described in "C" above, but with different cover letters. A final follow-up attempt will be made three weeks following the second mailing.

E. Upon return of the forms, the results will be immediately coded and key punched onto cards. Following the close of the form return period in October, print-outs and item totals will be made available to each school to aid in their preparation of federal Form VE-45.

F. The questionnaires will be returned to the individual schools.

G. Refer to Section A for the code programing of this questionnaire.

APPENDIX A

CODING INSTRUCTIONS FOR PRELIMINARY FOLLOW-UP QUESTIONNAIRES

HEADING	COLUMN
VEA Number The school will supply a two digit code from 01 to 99 on each VEA program. Code numbers to be selected from occupational list. If the student is not in a VEA program leave column to the right blank.	1-6
School and Student Identification Number First digit indicates drop-out 0 drop-out - male 1 drop-out - female 2 completed training - male 3 completed training - female	7
Second digit is school code 1 Santa Cruz High School 2 Soquel High School 3 San Lorenzo Valley High School 4 Watsonville High School 5 Cabrillo Junior College	8
Third digit is year of graduating class 6 1966 7 1967 8 1968 9 1969 0 1970 etc.	9
Next nine digits are for student's identification number A school may use fewer than nine digits, in which event leave blank spaces to the right.	10-18

SCHOOL MAJOR

00 none listed
01 agriculture
02 airline stewardess school
03 art
04 beauty college
05 business
06 dentistry
07 engineering, pre-engineering
08 foreign language
09 home economics
10 journalism
11 law
12 law enforcement
13 mathematics
14 medical, professional
15 music
16 nursing
17 occupational therapy
18 photography
19 pilot training
20 physical education and recreation
21 psychology

SCHOOL MAJOR (Continued) — COLUMN

22 science
social sciences
23 economics
24 history
25 political science
26 sociology
27 anthropology
28 other
29 speech and drama
technology
30 civil-highway technology
31 construction technology
32 dental assisting
33 draft technology
34 electronic technician
35 police science
36 vocational nursing
37 x-ray technician
38 theology
39 veterinary
40 college or university transfer
41 college prep
42 other industrial arts (shop)--non-vocational
43 other liberal arts
44 other vocational — 19-20

Question 1--Marital Status
0 no response
1 single
2 married — 21

When a married girl has included for the first time her new married name, the key punch operator will change the name on the address card.

Question 2--Present Activities

Employment
0 no response
1 working full-time
2 working part-time
3 unemployed want work
4 unemployed not seeking work
5 working full time seeking part-time work — 22

School
0 no response
1 in school full-time
2 in school part-time — 23

Other
0 no response
1 Army
2 Navy
3 Air Force
4 Marines
5 Coast Guard
6 National Guard
7 Other Service
8 Housewife
9 Other — 24

Question 3--Type of Work

COLUMN

Professional and technical

00 none listed or not decided
01 accounting
02 acting
03 airplane pilots and navigators
04 architects
05 artist
06 athlete
07 clergyman and missionary
08 dentist
09 editor and reporter
10 engineer, civil
11 engineer, electrical
12 engineer, other
13 entertainer
14 lawyer
15 librarian
16 mathematician
17 medical, professional
18 natural scientists
19 nurse
20 pharmacist
21 photographer
22 psychologist
23 recreation
24 social and welfare
25 teacher
26 technician, medical and dental
27 technician, electronic
28 technician, other
29 veterinarian
30 other, professional

25-26

Farmers and farm managers

39 farm owner or manager

Clerical and sales

40 attendants and assistants, medical and dental offices
41 bank tellers
42 data processing operator
43 office machine operator
44 postal clerk
45 receptionist
46 secretary
47 stenographer
48 stock clerk
49 telephone operator
50 typist
51 other clerical
53 insurance sales
54 real estate sales
55 stock and bond sales
56 manufacturing trade sales
57 wholesale trades sales
58 retail trades sales
59 other, sales

Question 3--Type of Work (Continued)

COLUMN

✓

Craftsmen, operatives
60 assembler
61 automobile servicing and parking, except mechanics
62 baker
63 carpenters
64 checkers, examiners and inspectors
65 composers and typesetters
66 deliverymen and routemen
67 electricians
68 laundry and dry cleaning operatives
69 linemen and service men telephone, telegraph and power
70 machinist
71 mechanic and repairman, airplane
72 mechanic and repairman, auto
73 mechanic and repairman, radio and television
74 mechanic and repairman, other
75 packer and wrapper
76 painter
77 plumber and pipe fitter
78 sewer and stitcher
79 stationary engineer
80 tinsmith and sheet metal worker
81 truck and tractor driver
82 welder
83 other trade

Service workers
87 airline hostess
88 attendant, hospital and other institution
89 barber, hairdresser and cosmetologist
90 cooks and kitchen workers
91 fireman
92 housekeepers
93 janitors
94 policeman, sheriff, detective
95 waiter
96 other service

Laborers
97 farm laborers
98 gardeners
99 other laborers

If non-farm manager, officer, or proprietor status is indicated, code the nearest job classification and follow this immediately in the next column with a "1". 27

If foreman status is indicated, code the nearest job classification and follow this immediately in the next column with a "2".

If apprentice status is indicated, code the nearest job classification and follow this immediately in the next column with a "3".

Leave column blank if one of the above three classifications are not used.

SPECIAL INSTRUCTIONS FOR FOLLOW-UP QUESTIONNAIRE ONLY.

There must be a code to indicate how closely related a person's work is to his training. Base this code on the work he is currently doing. 28

Question 3--Type of Work (Continued) COLUMN

Craftsmen, operatives
60 assembler
61 automobile servicing and parking, except mechanics
62 baker
63 carpenters
64 checkers, examiners and inspectors
65 composers and typesetters
66 deliverymen and routemen
67 electricians
68 laundry and dry cleaning operatives
69 linesmen and service men telephone, telegraph and power
70 machinist
71 mechanic and repairman, airplane
72 mechanic and repairman, auto
73 mechanic and repairman, radio and television
74 mechanic and repairman, other
75 packer and wrapper
76 painter
77 plumber and pipe fitter
78 sewer and stitcher
79 stationary engineer
80 tinsmith and sheet metal worker
81 truck and tractor driver
82 welder
83 other trade

Service workers
87 airline hostess
88 attendant, hospital and other institution
89 barber, hairdresser and cosmetologist
90 cooks and kitchen workers
91 fireman
92 housekeepers
93 janitors
94 policeman, sheriff, detective
95 waiter
96 other service

Laborers
97 farm laborers
98 gardeners
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If foreman status is indicated, code the nearest job classification and follow this immediately in the next column with a "2".

If apprentice status is indicated, code the nearest job classification and follow this immediately in the next column with a "3".

Leave column blank if one of the above three classifications are not used.

SPECIAL INSTRUCTIONS FOR FOLLOW-UP QUESTIONNAIRE ONLY.

There must be a code to indicate how closely related a person's work is to his training. Base this code on the work he is currently doing. 28

	COLUMN
Question 4--Name of school	
0 none listed or unknown	
1 Cabrillo Junior College	
2 Other Junior College	
3 University of California--Berkeley	
4 University of California--any other campus	
5 California State College--any campus	
6 California Private College	
7 Any out of state college	
8 Trade School--any	
9 Other	38
Question 4--Major or training area	
Use same code as that appearing under "school major" in heading.	39-40
Question 4--Degrees or certificates of programs completed (wish to earn)	
0 none listed	
1 certificate of completion	
2 AA degree	
3 BA, BS degree	
4 MA, MS degree	
5 Doctorate	41
Question 5--Subjects to strengthen high school program	
0 none listed	
1 item listed--refer to questionnaire	42
Question 6--Subjects to strengthen college program	
0 none listed	
1 item listed--refer to questionnaire	43
Question 7--Ways school has helped you	
For each of the fourteen items in question indicate:	44
0 no reply	45
1 very helpful	46
2 some help	47
3 little or no help	48
	49
	50
	51
	52
	53
	54
	55
	56
	57
Question 8--Occupational field to enter	
Refer to Question 3--type of work--first two digits indicate occupation. Last digit indicates managerial, foreman or apprentice aspiration, if any. (Same as in Question 3).	58-60

Question 9--(Appearing on follow-up questionnaire only) Dropped out of school

COLUMN

61

0 none listed
1 poor study habits
2 low grades
3 no definite goal
4 marriage
5 took a job
6 financial
7 health reasons
8 needed at home
9 other

Question 10--(Appearing on follow-up questionnaire only) How were you trained for work

62

0 none listed
1 in high school
2 in junior college
3 in an apprenticeship program
4 in the university
5 on the job training
6 MDTA
7 Other

APPENDIX B

VEA No. (If any) _____

School & Student I. D. No: _____

SANTA CRUZ COUNTY SCHOOLS STUDENT FOLLOW-UP

PRELIMINARY QUESTIONNAIRE

Name _____
last first middle

Address _____
number street city state zip code

School _____

School Major _____

1. Soon after leaving high school (or Cabrillo, if now attending) do you intend to: (check one)

Remain single_____ Get married_____

2. Describe what you are doing now and check one in each group if appropriate:

EMPLOYMENT	SCHOOL	OTHER
___Working full-time	___In school full-time	___Service (Branch)
___Working part-time	___In school part-time	___Navy
___Unemployed want work		___Army
___Unemployed not seeking work		___Air Force
___Working part-time seeking full-time work		___Marines
		___Coast Guard
		___National Guard
		___Other Services
		___Housewife
		___Other

3. List the work you plan to enter upon completion of high school or college:

TYPE OF WORK OR JOB TITLE	LOCATION	FULL OR PART TIME

4. If you plan to enter college or any other training program (including apprentice) please complete the following:

NAME OF SCHOOL	COLLEGE OR TRAINING AREA	TYPE OF DEGREE OR CERTIFICATE YOU WISH TO EARN

5. Subjects that would strengthen your high school program: _____

6. Subjects that would strengthen you college program: _____

_____

7. Indicate below the ways high school or college has helped you. Place a check mark i one of the appropriate columns for each of the fourteen items.

	VERY HELPFUL	SOME HELP	LITTLE OR NO HELP
Taking care of my health			
Participating in community and civic affairs			
Preparing for marriage and family life			
Getting along with others and respecting the rights of others			
Understanding myself			
Conducting my business affairs			
Appreciating and understanding moral and spiritual values			
Understanding races, religions, and social systems			
Understanding world events			
Respect for law and order			
Thinking through problems			
Respect for rights of others			
Assuming responsibility			
Identifying and training for an occupation			

8. If training programs were available, what occupational field would you like to ente

_____

SANTA CRUZ COUNTY SCHOOLS STUDENT FOLLOW-UP

QUESTIONNAIRE

School_____

School Major_____

1. Single____ Married____ Married Name_____

2. Describe what you are doing now and check one in each group if appropriate:

EMPLOYMENT	SCHOOL	OTHER
___Working full-time	___In school full-time	___Service (Branch)
___Working part-time	___In school part-time	___Army
___Unemployed want work		___Navy
___Unemployed not seeking work		___Air Force
___Working part-time seeking full-time work		___Marines
		___Coast Guard
		___National Guard
		___Other
		___Housewife
		___Other

3. List the jobs you have had while out of school within the last year. Please place present job first and work backwards:

Type of Work or Job Title	Location	Length of Time (Months)	Full or Part Time

4. If you are attending any college or other training programs (including apprentice) please complete below.

Name of school or training program	Major or training area	Degrees or certificates of programs completed

5. Subjects that would strengthen the high school program: _____

_____

6. Subjects that would strengthen the college program: _____

_____

7. Indicate below the ways high school or college has helped you. Place check marks in one of the appropriate columns for each of the fourteen items.

	VERY HELPFUL	SOME HELP	LITTLE OR NO HELP
Taking care of my health			
Participating in community and civic affairs			
Preparing for marriage and family life			
Getting along with others and respecting the rights of others			
Understanding myself			
Conducting my business affairs			
Appreciating and understanding moral and spiritual values			
Understanding races, religions, and social systems			
Understanding world events			
Respect for law and order			
Thinking through problems			
Respect for rights of others			
Assuming responsibility			
Identifying and training for an occupation			

8. If training programs were available, what occupational field would you like to enter?

_____

9. If you have dropped out of school prior to completion of training or have dropped out of any type of training, or left school prior to graduation, please check most importan reason:

_____Poor study habits
_____Low grades
_____No definite goal
_____Marriage
_____Took a job
_____Financial
_____ Health reasons
_____ Needed at hom
Other_____

10. How were you trained for your work:

_____In high school
_____In junior college
_____In an apprenticeship program
_____On the job training
_____MDTA
_____In the University
Other_____

APPENDIX C

SAMPLE FIRST LETTER

LOCAL SCHOOL LETTERHEAD

Dear Graduate:

As you may recall, during your senior year we asked your cooperation in participating in a special study. We need your help in order to do this job.

Enclosed is a brief survey form about your present status in order to keep our files up-to-date. Please take a few minutes of your time to give us your answers. Return the completed questionnaire in the enclosed stamped envelope.

We hope you are finding your present experience satisfying and profitable. We are looking forward to hearing from you about these experiences.

Sincerely,

(Counselor)

SAMPLE SECOND LETTER

LOCAL SCHOOL LETTERHEAD

Dear Graduate:

We have not heard from you in regards to our cooperative guidance study. Perhaps you have misplaced the questionnaire we sent to you two weeks ago. We are enclosing another one for your convenience.

We need your assistance! Won't you please take a few minutes of your time now to complete the questionnaire? Please return the completed form in the enclosed stamped envelope and return immediately.

Sincerely,

(Counselor)

OO

If you have already sent in your questionnaire, please disregard this letter.

SAMPLE THIRD LETTER

LOCAL SCHOOL LETTERHEAD

Dear Graduate:

We have not heard from you in regards to our cooperative guidance study. Perhaps you have misplaced the questionnaire we sent to you. We are enclosing another one for your convenience.

We need your assistance! Won't you please take a few minutes of your time now to complete the questionnaire? Please return the completed form in the enclosed stamped envelope and return immediately.

Sincerely,

(Counselor)

OO

If you have already sent in your questionnaire, please disregard this letter.

APPENDIX D

(Triplicate)

CALIFORNIA STATE DEPARTMENT OF EDUCATION
Vocational Education Section

FOLLOW-UP OF STUDENTS COMPLETING VOCATIONAL EDUCATION PROGRAMS

Read instructions on reverse before completing this report

District

Name and Title of Person Preparing Report

Data as of October 1, 19__

Date Prepared

D.O.T. OR S.O.C.	OCCUPATIONAL CLASSIFICATION	SEX	TOTAL NUMBER COMPLETED PROGRAM REQUIREMENTS	NO. NOT PRESENTLY AVAILABLE FOR PLACEMENT				NUMBER EMPLOYED AND OR AVAILABLE (Add cols. 5 thru 8, and subtract from col. 4)	NUMBER IN LABOR FORCE				NUMBER UNEMPLOYED (Seeking work)	NUMBER STATUS UNKNOWN	LEFT PRIOR TO NORMAL COMPLETION TIME WITH MARKETABLE SKILLS
				ENTERED ARMED FORCES	CONTINUED FULL-TIME SCHOOL		OTHER REASONS NOT IN LABOR FORCE		EMPLOYED FULL-TIME			EMPLOYED PART-TIME (Exclude those reported [illegible])			
					UNEMPLOYED	PART-TIME EMPLOYED			OCCUPATION TRAINED	RELATED OCCUPATION	OTHER				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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		F													
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TOTAL →															